



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5000

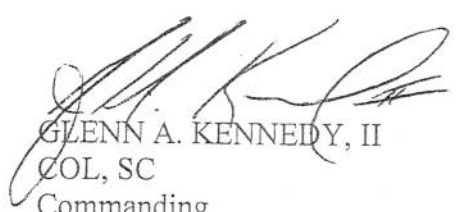
IMSE-GOR-EEO

DEC 21 2010

MEMORANDUM FOR All Fort Gordon Directorates and Tenant Organizations

SUBJECT: Garrison Commander's Policy Memorandum No. 62 – Costs for Processing Formal Equal Employment Opportunity (EEO) Complaints

1. Informal EEO complaints are processed at the installation level. At the formal stage, an investigation is conducted by the Department of Defense (DOD), Civilian Personnel Management Services (CPMS), Investigations and Resolutions Division (IRD). IAW AR 690-600, official transcripts are required as part of the investigation conducted by IRD, as well as for Hearings conducted by the Equal Employment Opportunity Commission.
2. Previously, the costs for transcription services were absorbed by the Garrison as part of the operating expenses of the EEO Office. Under current IMCOM guidance, the EEO Office can no longer provide funding for a cost above the Common Levels of Support (CLS) services.
3. Budget cuts in FY 2010 resulted in reduced funding levels, whereby the cost of unfunded services will be billed directly to the organizations.
4. Each organization will be notified when a complaint reaches the formal stage for investigation. Administrative procedures will be sent to each Directorate, providing instructions for direct payments to IRD and the court reporter service. It is recommended that the cost for transcription services is included in budget projections as part of your organization's annual operating expense should an employee file a complaint that requires formal processing. Actual costs cannot be billed until after the Investigation/Fact Finding Conference (FFC) is completed and a transcript is received in the EEO Office. The average cost in FY 2010 for court reporting transcriptions ranged from approximately \$800 to \$1600 per complaint, depending on the size of the transcript.
5. The proponent for this action is the Equal Employment Opportunity Office, 706-791-4551.

  
GLENN A. KENNEDY, II  
COL, SC  
Commanding